



Common Intake Release 2.0 is now Live!



Your Application Inbox is now ready to receive Health and Human Services Gateway program applications...

What is the Application Inbox?

- ◆ A mailbox for Common Intake applications for Health and Human Service (HHS) programs, Community Services, and Long Term Support.
- ◆ Where applications for your agency arrive in electronic form for easier processing.

How do I access the Application Inbox?

- ◆ Online, through the Health and Human Services Gateway. Login with your assigned username and password and check your Inbox for applications....it's as easy as checking your e-mail.

1) Logon to the HHS Gateway Dashboard

Enter Username
& Password

2) Enter the Common Intake Dashboard through HHS Gateway Business Services

Click the
Common
Intake
Form Link

3) Select **Application Inbox** from the Common Intake Home Page

Click the **Enter
Application
Inbox** link

Continued...

Use your Application Inbox to:

- ◆ Sort, search, view, and print your applications
- ◆ Change the status of an application as you process it
- ◆ Forward an application to a different processing location (if applicable)

Search criteria fields

Search Results:
The Information can be sorted by clicking on the underlined headings in the table.

If your search returns more than 200 records, only the first 200 are shown below. Enter additional search criteria to narrow your returned results.

Application/Inquiry No.	Program Name	Name	Date Submitted	Application/Inquiry Status	Processing Status	Organization
37244	Home care services for elders (or seniors)	Aniolinaa wilson	09/02/2005	Received	Application Process Completed	Old Colony Elderly Services Inc
37244	Services for adults with mental retardation	Andyd wilson	09/02/2005	Received	Received by Agency and In Process	DMR Southeast Region
37216	Home care services for elders (or seniors)	sam rr	09/01/2005	Received	Pending Agency Response	Old Colony Elderly Services Inc
37208	Home care services for elders (or seniors)	Rosy Good	09/01/2005	Received	Pending Agency Response	Old Colony Elderly Services Inc
37208	Vocational rehabilitation services	Rosy Good	09/01/2005	Received	Received by Agency and In Process	MRC Brockton Area Office
37138	Home care services for elders (or seniors)	elder affairs	08/31/2005	Received	Application Process Completed	Boston ElderINFO
37130	Women, Infant and Children (WIC) Services	afda fdafda	08/30/2005	Received	Forwarded to WIC Local Agency	Dept of Public Health WIC
37128	Women, Infant and Children (WIC) Services	Naveen Reddy	08/30/2005	Received	Forwarded to WIC Local Agency	Dept of Public Health WIC
37123	Assistive Technology Fund for the Deaf and Hard of Hearing	Junior King	08/30/2005	Received	Received by Agency and In Process	MCDHR - Executive Office
37123	Home care services for elders (or seniors)	Junior King	08/30/2005	Received	Received by Agency and In Process	Boston ElderINFO

Showing 1-10 of 200 [Previous](#) | [Next](#)

[Change Application/Inquiry Status](#)

Search results

Key!

Be sure to check your Inbox for applications on a regular basis.

FYI

If you need additional training to access your Application Inbox, feel free to contact the HHS Gateway Help Desk.

Points to Remember:



Access the latest Application Inbox User Manual and Training Materials online!

Ctrl + Click here to follow link!

Questions?



The HHS Gateway Help Desk is at your service! (800) 421-0938